Time & Leave Entry
Default Schedule – Non-exempt Employee

SCENARIO: View and OK to Process Default Time and Leave for a Non-exempt Employee.

STEP 1:	Select the menu items in the following order: **Time and Leave > Maintain Employee Timesheet**
Expected Results:	The Find an Existing Value page will display.

STEP 2:	You must enter **SOKID** in the Set ID field. You may enter the following primary search criteria: A. **Department ID** in the "Department" field; B. **Pay Period End Date** in the "Pay Period End Date" field; C. **Employee ID** in the "EmplID" field; D. **Employment Record Number** in the "Employment Rcd Nbr" field; E. Click **Search**. You may wish to enter the following alternate search criteria: A. Employee's **Name** in the "Name" field; or B. Employee's **Social Security Number** in the "Social Security #" field.
Expected Results:	Search results will display with criteria matching that which you entered in the Find an Existing Value page. If you completed all actions, A-E, the Time Entry Daily page will display instead of the search results.

STEP 3:	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by **Clicking** on the employee's row of information.
Expected Results:	The employee's timesheet will display.

STEP 4:	**View** the timesheet. Since the employee worked the default workschedule of 8 hours Monday through Friday for each week and that is what is listed on the time document, proceed to the next step.
Expected Results:	You are verifying the time listed is accurate. FLSA Wk1/Wk2: 40.00 40.00; CTLA: 80.00

STEP 5:	**Click** on the "Ok to Process?" checkbox.
Expected Results:	A checkmark will display in the "Ok to Process?" checkbox.

STEP 6:	**Click** on "SAVE."
Expected	The words, Processing and then Saved, will flash on the upper

Results:	right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.

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